

**DEVELOPMENT ORDINANCE
TEXT AMENDMENT APPLICATION
SUBMITTAL CHECKLIST**

- ☐ Sections A thru D of the application form have been completed with applicable information.
- ☐ Applicant has had a pre-application conference with Planning & Development Department representatives in the past three (3) months.
- ☐ Application fee. (*See page 2 of application - make checks payable to City of High Point*)
- ☐ Signatures of the applicant

Regular meetings of the Planning and Zoning Commission are held at 6:00 p.m. in the City Council Chambers on the 4th Tuesday of each month. Cases do not automatically proceed to the next City Council meeting following the Planning and Zoning Commission meeting. Planning staff will inform applicant of their City Council Public Hearing date.

Applications must be received in the Department of Planning and Development by 5:00 p.m. on the date of the application deadline to be placed on the agenda.

City of High Point
Planning & Development Department
P.O. Box 230
High Point, NC 27261-0230

(336) 883-3328

www.high-point.net/plan



PLANNING AND DEVELOPMENT DEPARTMENT
DEVELOPMENT SERVICES DIVISION
CITY OF HIGH POINT
NORTH CAROLINA

(Add additional sheets if needed)

C. SUPPLEMENTAL INFORMATION

1. The City of High Point does not produce a verbatim transcript of the Planning & Zoning Commission and City Council hearing proceedings. If a verbatim transcript is required, the applicant or party requesting said transcript shall be responsible for arranging, producing and payment of all expenses for the production of said transcript. The City of High Point shall in no manner be responsible for providing a verbatim transcript of public hearings. Signing this application indicates the applicant's understanding and acceptance of this policy.
2. The Development Ordinance Amendment filing fee is \$200.00
3. Depending on the nature of the amendment request, a review by the Multi-jurisdictional Development Ordinance Committee (MDOC) may be required. This review is handled by the Planning & Development staff.
4. Application Withdrawal:
 - a) This application may be withdrawn by written request from the applicant, if such request is received prior to submission of the Planning & Zoning Commission public hearing notice to the newspaper. In this case, the filing fee will be refunded.
 - b) After submission of public hearing notice to the newspaper, an application may only be withdrawn by action of the Planning & Zoning Commission or City Council at the public hearing pursuant to the applicant's written or in-person request. After submission of the Planning and Zoning Commission public hearing notice to the newspaper, the application fee will not be refunded.

All of the items required by this application must be turned in to the Planning & Development Department, FULLY COMPLETED, by 5:00 p.m. of the prescribed deadline. Incomplete applications may be returned to the applicant and not processed. Applications submitted after the deadline will be held until the next deadline for processing.

D. SIGNATURES

Signature of Applicant:

I/we the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my/our knowledge, and do hereby request the High Point City Council to take action as sought by this application.

_____ (Applicant Print Name)	_____ (Applicant Signature)	_____ (Date)
_____ (Applicant Print Name)	_____ (Applicant Signature)	_____ (Date)

OFFICIAL USE ONLY – APPLICANT DO NOT WRITE BELOW THIS LINE.

Received By: _____
(Staff Signature) (Date)